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PHILIP MORRIS COMPANIES INC. INTER-OFFICE CORRESPONDENCE

120 PARK AVENUE, NEW YORK, N.Y. 10017

TO: Mr. Murray H. Bring

FROM: Marc S. Firestone *M.S.F.*

RE: **Records Management**

DATE: May 15, 1992

As you know, we are currently in the process of implementing the new Records Management Programs for Corporate. As part of that program, we would like to include in the instructional materials a Chairman's statement on the nature and significance of records management. The proposed statement appears at page 1 of the attached Instructional Booklet and page 1-1 of the attached Records Management Manual. I would appreciate your recommendation as to how best to secure Mr. Miles' signature on this statement. I look forward to your comments.

Attachment



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